

1986 JUN 25, PM 2: 50

## Georgia Department of Education Office of Administrative Services

Twin Towers East Atlanta, Georgia 30334

Werner Rogers State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr. Associate State Superintendent

## MEMORANDUM

T0:

Arvil Ensley

Budget and Accounting Officer

Board of Postsecondary Vocational Education

FROM:

Vickie Oakes. O.

Records Management Officer Department of Education

Transfer of Records Retention Schedules from the Department of Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been established for Record Series Titles relating to Postsecondary Vocational Education are being transferred from the Department of Education to the Board of Postsecondary Vocational Education. Attached are copies of the schedules as listed below by Schedule Number:

76-191	81-109	81-181
76-192	81-110	81-182
81-7	81-176	81-183
81-8	81-177	81-185
81-51	81-178	81-192
81-71	81-179A	81-226
81-108	81- <u>180</u> A	

Amendments will need to be prepared by your agency to change the agency name, addresses, contact persons and to make any other necessary changes. These amendments should be sent to Mary Hall, Governmental Records Section, State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of Records Destruction Forms applicable to Postsecondary Vocational Education Records. I am enclosing copies of several publications dealing with Records Management which will provide helpful information concerning Records Management Procedures.

- 76-RM-1 "Scheduling Procedures"
- 2. 82-RM-2 "Finance and Fiscal Files Supplement"
- 3. 82-RM-4 "Statewide Commons Supplement"
- 79-RM-1 "State Records Services Handbook"

file arrangement?



AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	•	FOR RECORDS	MANAGEMENT USE		
Application Date	Department of Education		Application Number	<b>^</b>		
	Office of Vocational Education			80-A		
Application Number	Division of Vocational Program M	anagement		Date Completed		
	Atlanta, Georgia		APR 3 1981	APR 1 6 1981		
2. Person to Contact	Working T		Telephone Number			
Ray Greeson	Regional Dir	ector		656-2550		
	Schedule; record will continue to accumulate. cumulation; no further accumulation anticipated	•				
	No81-180Check One: MacChange;		de; 🗆 Void			
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used	in office; if di	ifferent)			
1978 To Date	Request for Approval of Equipme	nt Purchae	se Files	1		
6. Division and Office Function		the Office in	which this record se	ries is created?		
	•					
No Charge						
No Change				•		
;						
	• • • • • • • • • • • • • • • • • • •		•			
7. Record Series Description	This file contains the following documents (in Attach samples of the file.	nclude form nu	umbers and titles, if	any):		
Documents relating to:			<del>-</del>			
			•			
Included are:	•					
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	No Change		-			
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File is arranged:						
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8. Monthly Reference Rate	How often are records referred to which a		to twenty-four mont	ths old		
	•					
twenty-five months and olders.  9. Annual Rate of Accumulation	er? on of Records	<u> </u>				
			; Other (specify)			
Letter-size drawers; Shelves; Other (specify)						

(Over)

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X	b. Does the series	contain confide	ential information	n requiring se	ecurity handling? If y	es, cite law or regula	tion.
X	c. Is this a vital re		;				Ş.
$\overline{\mathbf{x}}$	a. 2000 time oction					•	
X	1	vo documents ir scheduled separa		necessary to	keep the entire file fo		
$\frac{1}{x}$				oublished?	If yes, attach copy.	<u></u>	
	N 75		-		or recorded in a sumn	narized report?	
X	If yes, attach c	op <u>y.</u>			· · · · · · · · · · · · · · · · · · ·		
$_{x}$			ries in your offic of Vocation		her öffice or agency?		
$\frac{1}{x}$					}		
X		- ·					
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	tate Law tatute of limitation		years. years.	>	Audit period Administrative need		years.
-	ederal law		years.		Federal retention instr		
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Atta	ch copy or excert of la	ws or regulation	ns. Explain admi	nistrative në	ed.	•	•
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2. Appr	roved Disposition Insti	ructions Thi	s agency recomm	ends that th	e file series be cut off a	at the end of each:	
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## APPLICATION FOR RECORDS RETENTION SCHEDULE

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INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE					
Application Date	Department of Education	Application Number					
	Office of Vocational Education	<b>61-180</b>					
Application Number	Division of Vocational Program Managemen	Date Received Date Completed					
	Atlanta, Georgia	MAR 2 1981   MAR 1 1 1981					
	141 1 2 3	<u> </u>					
2. Person to Contact	Working Title	Telephone Number					
Ray Greeson	Regional Director	656-2550					
3. Action Requested	Schedule; record will continue to accumulate.						
	schedule; record will continue to accumulate.	ļ					
c.  Amend Application I		te: □ Void					
4. Dates of Series	5. Records Series Title (followed by title used in office; if di						
Earliest Latest	Postsecondary Vocational Education						
1978   Present	Request for Approval of Equipment Po	rchase Files					
6. Division and Office Function		which this record series is created?					
	tional Program Management provides direction						
for development and	delivery of Vocational Education; coordinate	tes with local school					
systems and the fede	ral government in all areas of vocational	education including budget					
preparation; allocate	es grant funds and approves disbursement;	provides technical					
	n development; provides liaison and coordi						
	onal programs; recommends certification sta	andards and staff development					
activities.							
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	age to get the second s	mekana and sistem 151					
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	impers and titles, if any):					
Documents relating to: Apr	proving requests for equipment purchases a	nd maintaining balances					
	funds available for equipment purchases.						
Included are: (DE Form 0101), "Request for Approval of Equipment Purchase", DE Form 0101							
Registe	rs File, and related correspondence.						
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		•					
:							
File is arranged: Chronologically by Fiscal Year; thereunder alphabetically by system name.							
		, ,					
8. Monthly Reference Rate	How often are records referred to which are:						
One to six months old	; Seven to twelve months old; Thirteen t	o twenty-four months old;					
twenty-five months and old	er?						
9. Annual Rate of Accumulation	9. Annual Rate of Accumulation of Records						
Letter-size drawers1	; Legal-size drawers; Shelves;	Other (specify)					
,							
AR-50-71; Rev. 76	(Over)						

YES	NO	10. Questionnaire	(Place an "X	" in the proper ∞	lumn) •				1
Χ		a. Is this the official copy of the series?  If not, where is it?							
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.							
	X		Is this a vital record?						
<u> </u>	X		e or two documents in the file make it necessary to keep the entire file for a long period, could these						
	Х				necessary to	keep the entire t	tile for a long peri	od, <b>c</b> ould t	hese
	X documents be scheduled separately?  X documents be scheduled separately?  X state information contained in this series ever published? If yes, attach copy,								
	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?  X If yes, attach copy.								
χ	Ωţ	Ih. Is there a dupli	duplication of this series in your office, or in another office or agency?						
	x	· · · · · · · · · · · · · · · · · · ·		on of it) regularly					
	<u> </u>	j. Does the record	<u>l series result ir </u>	a computer print	out?				
117.	Keteni	tion Requirements	⊸r 1 ho	e following require	es the series	to be kept:			
	a. Sta	te Law		years.	d.	Audit period			•
		tute of limitation		years.		Administrative n			years.
	c. rec	deral law		years.	·	Federal retention	instructions _		years.
	Attach	copy or excert of la	ws or regulatio	ns. Explain admir	istrative ne	ed.	-		ν.
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	<u> </u>							: 	
12.	Appro	ved Disposition Instr		s agency recomme				each:	
			Ц	Calendar Year; 🛚	Fiscal Yea	ir; U Other	<del></del>		then,
		ld in the current files				(s); then			
		ansfer to local holding ansfer to State Record							
		stroy,	33 Octives, 11010	ycar	(3), (11011				
		insfer to State Archiv	es for permane	nt retention.	ι				
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	These instructions apply to all prior and future accumulations of the series.								
Ager	icy He	ad/Designee (Signat	ure)	Date	Records N	fanagement Offic	er (Signature)		Date
18 h. G. Lariscey 3-2-81			Wa	lker L.	Baumge	erdner	3/2/81		
_					St	ate Records Com	mittee (Signature	e)	Date
grapi	h 12 ar	idations in para- re approved.	State Aud	tor/Designee	1	~~~	A	~	3-11-81
	isappro oplanat	oved, attach letter tion.)	Secretary	State/Designee	P	uralo	Her	1	3-10-81
			Attorney G	neral/Designee		11/1/	. 1/	<u></u>	3-11-81

AR-50-71; Rev. 76

(Reverse Side)